DUBLIN INSTITUTE OF DESIGN APPLICATION FORM [Form **QAF01B**]

Application for Advanced Entry through RPL [Recognised Prior Learning]

PLEASE NOTE:

1. Complete this form in full using BLOCK CAPITAL LETTERS and in legible handwriting
2. Dublin Institute of Design's preferred method of communication is email, and as such it is important that the email address you use is active and checked regularly
3. Please return this form to: **Student Services, Dublin Institute of Design, 45 Kildare St, Dublin 2** or via email to **admissions@dublindesign.ie**
4. Students with special medical conditions are requested to inform the Institute. Such information is retained in strict confidence for the sole purpose of medical assistance being required
4. Further information or particulars may be requested by the Institute, and this application appended

Office Use Only:

Dates Received

Payment Method

Amounts Paid

Notes

PART A – PERSONAL INFORMATION

Forename(s) – Please allow a blank field between names

Surname [Family Name]

Date of Birth D D / M M / Y Y Y Y

Nationality

Permanent Address

Mobile Telephone Number

Home Phone Number

Work Telephone Number

Can we contact you at work? ☐ Yes ☐ No

PPS Number

Are you ☐ Female ☐ Male (please tick)

Email Address

How did you hear about Dublin Institute of Design or this course?

☐ Friend ☐ Search Engine (Google etc.) ☐ Facebook

☐ Other (please specify) _____

PART B – COURSE DETAILS

Course Applied For

Year

☐ 1st Year ☐ 2nd Year ☐ 3rd Year

Study Mode

☐ Full-Time ☐ Part-Time [Day] ☐ Part-Time [Evening]

Start Date D D / M M / Y Y Y Y

Course Code [Office Use]

PART C – EDUCATION AND RELEVANT EXPERIENCE

I have completed a:

☐ FETAC Level 4 ☐ FETAC Level 5 ☐ National Certificate L6 ☐ National Diploma L6 ☐ Ordinary Degree L7
☐ Honours Degree L8 ☐ Other (Please Specify Level and Awarding Body) _____
In _____
_____
_____

Please give details of other relevant prior learning (Part Qualifications and Full Qualifications)

_____
_____
_____
_____
_____
_____
_____
_____

Please give details of relevant prior work experience

_____
_____
_____

Do you have a portfolio of work that can be submitted to the Institute for inspection? ☐ Yes ☐ No

Is there any reason that you can not sit an interview for entry to the course for which you have applied?

☐ No ☐ Yes: _____

_____

Do you consider yourself to have a disability that the Institute should be made aware of?

☐ No ☐ Yes: _____

_____
_____

Terms & Conditions

1. Enrolment and Fees:

1.1 All course fees must be paid in full before the course commences, unless otherwise agreed in writing/email, where fees are paid in more than one instalment an instalment charge will apply.
1.2 Dublin Institute of Design (DID) operates a strict policy of non-refund of deposits/fees, the single exception being circumstances in which students have paid deposits/fees for a course which fails to commence.
1.3 Course places are secured upon receipt of a non-refundable deposit. The balance of the fees will then be due before the course commences, unless otherwise agreed in writing/email. Non-EEA students should refer to section 4 below.
1.4 All course details, including content, schedules and fees are subject to change. DID endeavours to keep these changes to a minimum.
1.5 For courses longer than one year's duration, fees may change for years subsequent to the first year.
1.6 Course Fees may be deferred or transferred to another course in exceptional circumstances: however, any transfer of fees is at the sole discretion of DID and will not be deemed to constitute a precedent. DID policies and procedures refer.
1.7 Courses may be cancelled in circumstances in which they fail to attract a viable enrolment.

2. Cancellations

2.1 In the event of course cancellation by DID, any refund made will be payable only to the party making the original payment.

3. Deferral

3.1 Deferrals of a course of study are only allowed in certain circumstances and are entirely at the discretion of the DID Registrar. Deferrals may incur an administration fee. Details of deferral fees are available from the Registrar's office.

4. Non-EEA Students

4.1 Non EEA students who require a visa, to study in the Republic of Ireland are required to pay all course fees in full as well as providing all necessary documentation before a letter of offer will be issued by DID. In the event that a student is refused a study visa, full fees will be refunded.

5. Student work

5.1 Student work output, comprising of original projects and assessments and all submitted work is the property of DID. Students are required to safeguard all original coursework returned to them by DID. DID reserves the right to copy, use, exhibit, reproduce or publish any such work for any purposes deemed fit by DID, while not compromising the intellectual property rights of the student. DID reserves the right to use photographic images of students for promotional purposes.

6. General:

6.1 Students must familiarise themselves with the contents of the student handbook, which details the learner charter with which students are obliged to comply. Students are expected to conduct themselves at all times in a manner which demonstrates respect for DID, its staff, fellow students and property. Breaches of the learner charter may lead to disciplinary action by DID.

6.2 DID reserves the right to change course content and structure, lecturers, dates and locations.

6.3 Prior to course commencement, applicants are required to inform the Institute about any requirements or medical conditions that may require special supports. Applicants so indicating may be asked to provide supplementary information.

6.4 Fees and charges are subject to change. Increases in external cost will be passed to the student.

6.5 Commencement on a course is deemed to constitute acceptance of liability for full course fees.

6.6 DID is not liable for loss of, or damage to, any student's property.

6.7 DID or its staff are not responsible for injury to any student caused by the student's own negligence or disregard of DID regulations.

6.8 These Terms and Conditions may be amended from time to time without notice.

6.9 These Terms and Conditions shall be governed by and construed in accordance with the Laws of the Republic of Ireland including Data Protection.

Please note Dublin Institute's Quality Assurance document for full policies and procedures

PART D – DECLARATION

I certify that the information given above is correct and I confirm that I will adhere to the Terms and Conditions of Dublin Institute of Design.

Print Name

(Please sign if printed and filled manually)

Signature: _____ Date: _____

QUALIFICATION TYPE [OFFICE USE ONLY]

Awarding Body

☐ Dublin Institute of Design ☐ City & Guilds ☐ QQI ☐ BTEC / Edexcel

Level of Award due on completion of course [National Qualification Framework]

☐ City & Guilds Level 2 or 3 / QQI Level 5 or Level 7 / BTEC Level 5 or Level 6

DUBLIN INSTITUTE OF DESIGN

DUBLIN INSTITUTE OF DESIGN, 45 KILDARE STREET, DUBLIN 2

www.dublindesign.ie

01-6790286